



## **MIAMI-DADE COUNTY PRE-QUALIFICATION CERTIFICATION GUIDELINES**

### **INTERNAL SERVICES DEPARTMENT**

#### **A&E Services**

#### **Professional Services Certification**

111 NW 1<sup>st</sup> Street, Suite 1300

Miami, Florida 33128-1835

**Phone Number: (305) 375-4784**

Pre-Qualification Certification (PQC) consolidates the Technical Certification, Affirmative Action Plan, and Vendor Registration into one streamlined certification process resulting in the issuance of a Pre-Qualification Certificate. Pre-Qualification Certification is required for all firms interested in providing professional architectural, engineering, landscape architecture, and/or land surveying and mapping services (professional services) to the County. Firms and/or individual consultants are required to obtain and maintain an approved pre-qualification certification at the time of responding to a Notice to Professional Consultants (NTPC), throughout the selection process, at time of award, and throughout the duration of the contract term without any lapses.

PQC shall be valid for a one (1) year from Technical Certification approval date, provided all eligibility requirements remain current. It shall be the sole responsibility of interested firms to obtain and complete required forms and submit the individual applications to the Internal Services Department, Procurement Management Division (PM) Vendor Assistance Unit. All applications for the PQC process may be obtained at [www.miamidade.gov/procurement/pre-qualification-certification.asp](http://www.miamidade.gov/procurement/pre-qualification-certification.asp)

Furthermore, firms shall be responsible for maintaining compliance/active status in the three (3) required areas by renewing in advance of the indicated expiration date. The Affirmative Action Plan must be renewed within the same year of the PQC expiration date. Incomplete application packages shall not be reviewed until the correct submission has been received.

The Pre-Qualification Certification Affidavit must be submitted on an annual basis. All applicants shall execute a Pre-Qualification Certification Affidavit attesting to the fact that all requirements are active in accordance with the Pre-Qualification Guidelines. Recertification request **must** be submitted not less than 30 days prior to the indicated expiration date and may be requested up to sixty (60) days prior. Please use the PQC Schedule for submittal deadline and review dates at [www.miamidade.gov/procurement/pre-qualification-certification.asp](http://www.miamidade.gov/procurement/pre-qualification-certification.asp)

Firms must report any significant changes, such as contact person, qualifier/certifier, ownership, firm address, etc., to PM's Vendor Assistance Unit within 30 days of such a change. Failure to report said changes to the County may result in the immediate suspension or termination of your firm's certification. By applying for and being issued the PQC, a firm agrees to allow the County access to review and verify information relating to the applicant's PQC application during normal business hours, commencing on the day after the PQC has been issued until its expiration date.

Submit a cover letter on firm letterhead requesting Pre-Qualification Certification and indicating Technical Certification categories along with a completed PQC affidavit to:

**Miami-Dade County's Internal Services Department**

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**Miami, Florida 33128**